

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
COMMITTEE ASSISTANT  
THE SENATE OFFICE OF INTERNATIONAL RELATIONS**

The Senate Office of International Relations is seeking qualified candidates for a Committee Assistant (Program Assistant). The position requires excellent writing and communication skills, proficiency in a foreign language, attention to detail and ability to work in a team setting.

**DUTIES:**

- Plan and arrange meetings for incoming international dignitaries.
- Assist with the organizing of official Senate international programs.
- Help prepare annual reports for the office.
- Help coordinate, write grants and maintain the California Japan Scholars program, including the website, annual brochure.
- Upkeep of office websites.
- Assist constituents, Members' offices and consular offices' international inquiries by researching and responding to these requests.
- Assist with translation needs.

**KNOWLEDGE OF:**

- Proficiency in a foreign language and an international relations background is preferred.
- The candidate should have knowledge of the legislative process, including the system and calendar.
- Knowledge and experience in scheduling is preferred.
- Previous administrative experience.

**ABILITY AND ATTRIBUTES:**

- Great organizational skills
- Detail oriented
- Ability to work in a fast-paced, professional environment.
- Effective communicator.
- Strong work ethic
- Proficient with Microsoft Office and PC's.

**EDUCATION:**

Bachelor of Arts in International Relations preferred.

**PAY RANGE AND FILING DATE:**

Salary starts at 3,368 per month. Applications accepted until position is filled.

**SUBMIT COVER LETTER, RESUME AND SENATE APPLICATION TO:**

Ezilda.Samoville@sen.ca.gov.